County of Los Angeles DEPARTMENT OF PUBLIC SOCIAL SERVICES



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Board of Sup ervisors

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Third District

DON (NABE Fourth District

MICHAEL D. ANTON OVICH

Fifth District

October 5, 2004

The Honorable Board of Supervisors County of Los Angeles 383 Kenneth Hahn Hall of Administration 500 West Temple Street Los Angeles, CA 90012

Dear Supervisors:

RECOMMENDATION TO APPROVE AN AMENDMENT TO LOS ANGELES COUNTY CONTRACT #DPSS-02001 BY AND BETWEEN THE COUNTY OF LOS ANGELES AND LOS ANGELES COUNTY OFFICE OF EDUCATION (LACOE) FOR THE PROVISION OF JOB READINESS AND CAREER PLANNING SERVICES (ALL DISTRICTS - 3 VOTES)

IT IS RECOMMENDED THAT YOUR BOARD:

Delegate authority to the Director, Department of Public Social Services (DPSS), to prepare and execute an Amendment, substantially similar to the attached sample amendment, Attachment A, to contract number DPSS-02001 with the Los Angeles County Office of Education (LACOE) to increase the Annual Maximum Contract Amount from \$9.6 million to \$9.65 million per year effective the day of execution through June 30, 2007, for the provision of having LACOE maintain a clothing closet for the Welfare to Work (WtW) participants in Job Club supplied by Clothes the Deal (CTD). The Amendment is fully funded with CalWORKs Single Allocation and there is no additional net County cost (NCC) after the required CalWORKs Maintenance of Effort (MOE) is met. Funding for this amendment is included in the FY 2004-05 Adopted Budget.

The Honorable Board of Supervisors October 5, 2004 Page 2

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

LACOE has voluntarily provided professional attire to WtW Job Club participants for job interviews and for employment as part of job club services. CTD, a non-profit organization, has worked in collaboration with LACOE to provide this service by donating professional attire for men and women. When it is determined that a WtW participant needs business attire to participate in a job club activity, the participant is allowed to select a free outfit for the job interview and two free outfits to start employment from a clothes boutique.

Since 1996, CTD has provided professional attire free of charge. However, CTD is recently facing financial difficulties in maintaining their level of services due to lack of funding coupled with the increased volume of participants in demand for this service. LACOE is unable to absorb CTD's costs as they expect to spend the contract maximum amount to cover increased rent and employee benefit costs during FY 2004-05.

The contract requires LACOE to place at least 20 percent of participants starting Job Club into employment and the clothing boutique has enhanced their job club services. WtW participants are able to meet the dress code requirement for job interviews and to obtain employment. A contractual provision, making LACOE responsible to provide and maintain a clothes boutique as part of the job club services, would enable LACOE to contract with CTD to continue providing free professional attire to our WtW participants.

Implementation of Strategic Plan Goals

The recommended action is consistent with the principles of the Countywide Strategic Plan Goal #5: Children and Families' Well-Being to improve the well-being of children and families in Los Angeles County as measured by the achievements in the five outcome areas adopted by the Board: good health; economic well-being; safety and survival; social and emotional well-being; and educational/workforce readiness.

FISCAL IMPACT/FINANCING

The Amendment will increase the Annual Maximum Contract Amount from \$9.6 million to \$9.65 million per year effective the day of execution through June 30, 2007, fully funded with CalWORKs Single Allocation. For fiscal year 2004-05, the \$50,000 will be prorated based on the effective date of the Amendment.

The Honorable Board of Supervisors October 5, 2004 Page 3

There is no additional NCC after the CalWORKs MOE is met. Funding for this Amendment is included in the FY 2004-05 Adopted Budget. Funding for future years will be included in the Department's annual budget requests.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The Amendment has been approved as to form by County Counsel.

IMPACT ON CURRENT SERVICES

The extension of the current contract will not infringe on the role of the County in relationship to its residents and the County's ability to respond to an emergency will not be impaired. There is no change in risk exposure to the County.

CONCLUSION

The Executive Officer, Board of Supervisors, is requested to return one adopted stamped Board Letter to DPSS.

Respectfully submitted,

Bryce Yokomizo

Director

BY:dok

Enclosure

c: Chief Administrative Officer Executive Officer, Board of Supervisors County Counsel

Brya Jokamizo/en

AMENDMENT NUMBER THREE TO THE JOB READINESS AND CAREER PLANNING CONTRACT BY AND BETWEEN LOS ANGELES COUNTY DEPARTMENT OF PUBLIC SOCIAL SERVICES AND LOS ANGELES COUNTY OFFICE OF EDUCATION

Reference is being made to the document entitled "Job Readiness and Career Planning Contract by and between Los Angeles County Department of Public Social Services and Los Angeles County Office of Education" (LACOE), dated June 19, 2002, and further identified as County Contract #DPSS-02001 (hereinafter referred to as "Contract").

This amendment is effective the day of execution by the Department of Public Social Services Director.

WHEREAS, pursuant to Section V, Terms and Conditions, Paragraph 1.5, Changes and Amendments of Terms, the following changes are made to the Contract.

A. **Section IV, CONTRACT PAYMENT** is amended to add the following:

Paragraph 1.1, Maximum Contract Amount, is amended as follows:

The maximum compensation amount is \$9.65 million for the Contract term and for each of the two (2) remaining one year renewal options on the Contract. For fiscal year 2004-05, the \$50,000 will be prorated based on the effective date of the Amendment.

Paragraph 1.2, Basic Compensation, Subparagraph 1.2.2, is amended as follows:

The CONTRACTOR will be compensated at the flat monthly fee of \$804,166.66 per month for operating all aspects of the Orientation and Job Club requirements. The COUNTY will reconcile the \$804,166.66 monthly compensations to the CONTRACTOR's quarterly reconciliation invoice representing actual costs as provided under Part IV, Section 1.5. For the month in which the Amendment is executed, the monthly compensation will be prorated based on the effective date of the Amendment.

B. **ATTACHMENT A, STATEMENT OF WORK**

Section **4.2, CONTRACTOR Furnished Items,** Subsection **4.2.2.** is amended by adding the following new paragraph:

4.2.2.8 CONTRACTOR shall provide and maintain a clothing closet of professional attire for men and women as part of job club services for the GAIN participants

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Job Readiness & Career Planning Services Amendment Number Three Page 2

which enables them to have clothes to meet the dress code requirement for job interviews and to start employment.

ATTACHMENT B, CONTRACT BUDGET, is deleted in its entirety and is replaced with an amended Contract Budget (see Attachment B-1). As of the effective date of the Amendment, wherever it appears in the Contract, the term "Attachment B" shall be replaced by the term "Attachment B-1."

All other terms and conditions in the Contract remain in effect.

Job Readiness & Career Planning Services Amendment Number Three Page 3

The parties hereto have caused this Amendment to be executed by their authorized officers.
Amendment Number Three is made and entered into this, day of 2004
COUNTY OF LOS ANGELES
Bryce Yokomizo, Director Department of Public Social Services
LOS ANGELES COUNTY OFFICE OF EDUCATION
By: Patricia L. Meyer, Director Business Operations
APPROVED AS TO FORM:
RAYMOND G. FORTNER, JR., Chief Deputy County Counsel
By:

ATTACHMENT B-1 AMENDED CONTRACT BUDGET

LINE ITEM BUDGET

		LINE ITEM E	BUDGET					
PROJECT NAME:	GAIN ORIENTATION	SERVICES PROG	RAM				_	
CONTRACTOR: CONTRACT PERIOD: FISCAL YEAR:	L.A. County Office of 7/01/04 - 6/30/05 2004 - 2005	of Education	CONTACT PE TELEPHONE			n Miller 2) 922-8610	_ _ _	
ADMINISTDATIVE	COSTS:							
ADMINISTRATIVE	<u>COS13:</u>					Cost		
Salaries and	Benefits for Adminis	trative Staff: Salaries (from Person	and Sahadula)		(2)	\$ 83,894	•	
		Fringe Benefits (from		le)	(b)			
	Personne	el Subtotal (line a+b)		(c)	\$ 106,79	_	
ADMINISTR/	ATIVE OPERATING C	OSTS		Monthly Cost		Yearly Cost		
Office Sup	plies			\$ 50.00		\$ 600)	
Non-Capita	alized Equipment			166.67		2,000	<u> </u>	
Mileage	Equipment			50.00		600	_	
	ce - Equipment			41.67	•	500		
Copier	-4			41.67	•	500		
Telephone				416.67		5,000	_	
Travel/Cor				83.33		1,000	_	
	ce of Land & Building busekeeping			83.33 146.92	•	1,000		
Security S				208.33	•	2,500		
	e - Land & Building			600.00		7,200	_	
	'Human Services Admi nt & Selection	nistration		500.00		6,000		
	Commission			62.50 1,078.92	•	12.94		
	mployee Relations			116.67	•	1,400	_	
	ccounting)			1,166.67		14,000	_	
TechNet: l TechNet: 1				500.00 208.33		6,000 2,500	_	
	•				•			
Operating C	osts - Subtotal			\$ 5,528.34	(d)		<u> </u>	
INDIRECT C	OSTS (List approved %)			Percentage	•	Yearly Cost	-	
		Indirect Cost - Su	ıbtotal	6.25%	(e)	\$ 10,82	Ľ	
		Total Administrativ	re Cost (The sui	m of line c,d,e)	(f)		\$	183,958
DIRECT SERVICE	S COSTS:					Cost		
Salaries and	Benefits for Staff Pro							
		Salaries (from Persor				\$ 805,024	_	
		Fringe Benefits (from	m Personnel Schedu	le)	(h)	328,220	<u> </u>	
	Personne	el Subtotal (line g+h)		(i)	\$ 1,133,244	Ľ	
DIRECT SER	RVICES OPERATING	COSTS		Monthly Cost		Yearly Cost		
Instruction	ai Materials			\$ 145.83	_	\$ 1,750)_	
Office Sup	plies			308.33		3,700	_	
Mileage Bulk Meter	red Postage			283.33 41.67		3,400		
	e Equipment			8.33		100	_	
Reprograp	hics			66.67		800	_	
Copier				33.33		400	<u> </u>	
Operating Co	osts - Subtotal			\$ 887.49	(j)	\$ 10,650	Ĕ	
Sub-Contrac Subcontrac	ted costs (from Direct S	ervice Provider Budget)						
Subcontrac Subcontrac	ctor 2						_	
	t Costs - Subtotal				(LA	[16] 2 (2) 1 (20) 2 (2) 2 (2) 1 (2) 2 (2)	-	
Sub-Contrac	r costs - aunitotai			D	(K)	V1-04	<u></u>	
INDIRECT C	OSTS (List approved %)			Percentage		Yearly Cost		
		Indirect Cost - Su	btotal	6.25%	(I)	\$ 71,494	<u> </u>	
	Total Dire	ect Services Costs (line i i k N		(m)		\$	1,215,388
					(***)			
Total Contract Cost (I	ine f+m)				(n)		\$	1,399,346

⁽¹⁾ Provide a narrative for each line item to justify that the cost is both reasonable and necessary to the project.(2) All costs must be reasonable and prorated by the percentage of uses in serving specified target population.

LINE ITEM BUDGET

CONTRACT PERIOD: 7 FISCAL YEAR: 2 ADMINISTRATIVE C	A. County Office of Education	on CONTACT PERSON:	Dan Miller	
	004 - 2005	TELEPHONE NUMBER:	(562) 922-8610	•
Salaries and Be	OSTS:		Cost	
		(from Personnel Schedule)	(a) \$ 487,437	
	_	enefits (from Personnel Schedule)	(b) 166,145	•
ADMINISTRATI	Personnel Subtotal VE OPERATING COSTS	Monthly Co	(c) \$ 653,582 ost Yearly Cost	[
Office Suppli		\$ 833,3	=	
Non-Capitalia	zed Equipment	833.3		-
Mileage Travel/Confe		250.0		-
Rent/Lease 8		166.6 33.0		•
Maintenance	- Equipment	83.0		
Workshops Copier		83.3 500.0		
Micro Softwa	re	83.3		-
Micro Parts		66.6	800	•
Telephone Insurance-OI	ther	<u>2,500.0</u> 375.0		•
Contract Ser	vices - Other	1,464.5	58 17,575	
Contract Ser Contract Ser	vices - Temporary Agency vices - Food	<u>416.6</u> 250.0		
Maintenance	of Land & Building	1,000.0		•
Operations S		289.5	3,475	•
Utilities/Hous Operations S		<u>2,484.6</u> 1,143.5		•
Security Serv	rices	416.6	5,000	
Staff Service: Rent/Lease -	s Land & Building			
Personnel/Hu	uman Services Administration	2,607.0		
Recruitment Personnel Co		269.0	8 3,229	
	oloyee Relations	2,901.9 447.4		
FSSGC (Acc		4,687.0	0 56,244	
TechNet: LAI TechNet: Tra		3,966.8 2,490.0		
Operating Cost	s - Subtotal	\$ 46,476.7		
		Percentag	e Yearly Cost	
INDIRECT COS	TS (List approved %) Indirect (Cost - Subtotal 6.25	% (e) \$ 75,707	
DIRECT SERVICES C Salaries and Be	nefits for Staff Providing Dire	oct Services:	Cost	
		from Personnel Schedule) InBfits (from Personnel Schedule)	(g) \$ 3,771,458 (h) 1,558,707	
	•	•	1	
	Personnel Subtotal	(line g+h)	(i) \$ 5,330,165	
DIRECT SERVIC	Personnel Subtotal	(line g+h) Monthly Co	(i) \$ 5,330,165 st Yearly Cost	
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Other Books Instructional Instructional Instructional Instructional Instructional Instructional Instruction Instru	Materials Sed Equipment Postage ences erence Facilities quipment - Equipment - Equipment - Equipment of Land & Building s pp e upplies ekeeping ervices cles .and & Building - Subtotal Costs (from Direct Service Provided 1 - Clothes The Deal 2 - 3 osts - Subtotal S (Liet approved %)	Monthly Co \$ 65.0 8,868.6 7,083.3 5,000.0 1,633.3 6,250.0 458.3 5,000.0 2,255.0 1,250.0 333.3 333.3 333.3 333.3 3,333.3 5,916.6 3,416.6 8,333.3 \$ 97,819.96 Percentage	\$ 780 7 104,000 8 5,000 7 104,000 3 65,000 6 60,000 7 2,000 3 700 6 7 2,000 6 7 2,000 6 7 2,000 6 7 2,000 6 7 2,000 6 7 2,000 6 7 2,000 6 7 2,000 6 7 2,000 6 7 2,000 6 7 2,000 6 7 2,000 6 7 2,000 6 7 7 1,000 6 1 4,000 6 1 4,000 6 1 10,000 7 7 1,000 7 7 1,000 7 7 1,000 7 7 1,000 7 7 1,000 7 7 1,000 7 7 1,000 7 7 1,000 7 7 1,000 7 7 1,000 7 7 1,000 7 7 1,000 7 7 1,000 7 7 1,000 7 1 1,000 7 7 1,000 7 7 1,000 7 7 1,000 7 7 1,000 7 7 1,000 7 7 1,000 7 7 1,000 7 7 1,000 7 7 1,000 7 7 1,000 7 7 1,000 7 7 1,000 7 1 1,000 7 7 1,0	
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Note:

NULE:

(1) Provide a narralive for each line item to justify that the cost is both reasonable and necessary to the project.

(2) All costs must be reasonable and proreled by the percentage of uses in serving specified target population.